- If the changes do not conflict, the document is saved, the message "Your spreadsheet has been updated with changes saved by other users" appears, and any cells modified by the other user are shown with a red border.
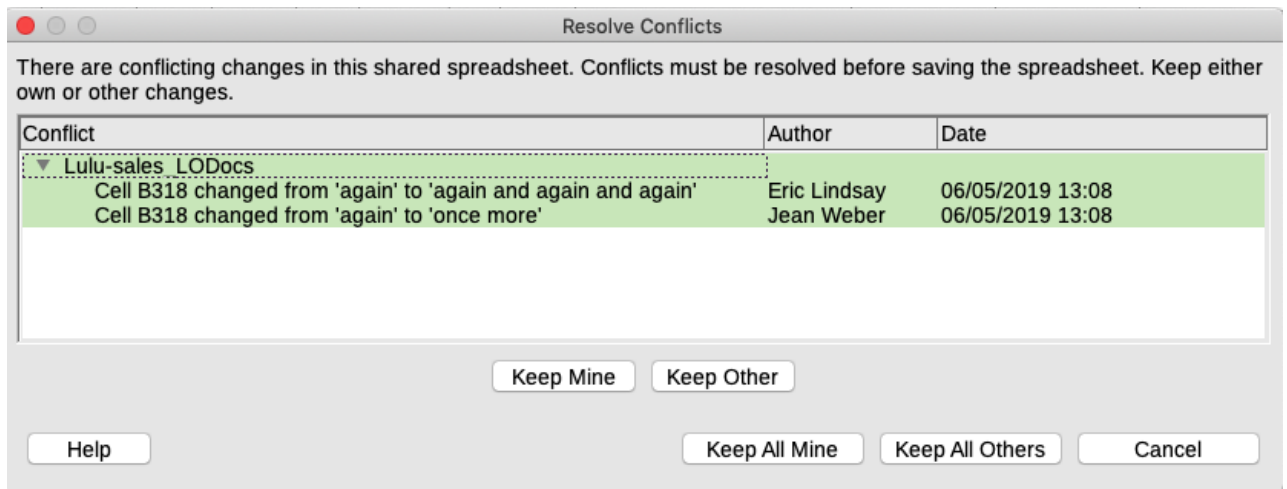

Figure 412: Resolve Conflicts dialog

- If the changes conflict, the Resolve Conflicts dialog (Figure 412) is shown. You must decide for each conflict which version to keep, yours or the other person's. When all conflicts are resolved, the document is saved. While you are resolving the conflicts, no other user can save the shared document.

- If another user is trying to save the shared spreadsheet and resolve conflicts, they see a message that the file is locked due to a merge in progress. They can cancel the Save command and retry saving later.

When you successfully save a shared spreadsheet, the document shows the latest version of all changes saved by all users.

Reviewing documents

You can use several methods to review, edit, and comment on a spreadsheet. Each reviewer works on a separate copy of the document.

- You can use change marks to show added and deleted material. Later, you or another person can review the document and accept or reject each change.

- You can make changes to a copy of the document (stored in a different folder, under a different name, or both), then use Calc to compare the files and show the changes. See "Comparing documents" on page 413.

- You can save versions that are stored as part of the original file. See "Saving versions" on page 414.

Reviewers can leave comments in the document, either attached to specific changes or standalone.

Preparing a document for review (optional)

Before you send a spreadsheet to someone else to review or edit, you may want to set it up so that the editor or reviewer does not have to remember to turn on the revision marks.

After you have turned on revision marks, you can optionally password protect the spreadsheet so that any user must enter the correct password in order to accept or reject changes.